

Wisconsin Department of Regulation & Licensing

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BARBERING & COSMETOLOGY EXAMINING BOARD

COMPLIANCE INSPECTION REPORT

→ Reports with omissions or insufficient information will be returned for completion and delay the processing of your establishment application. ←

ESTABLISHMENT NAME: _____

ESTABLISHMENT ADDRESS: _____

ESTABLISHMENT TELEPHONE NUMBER: _____

ESTABLISHMENT DAYS & HOURS OF BUSINESS: _____

ESTABLISHMENT PERSONNEL:

Owner's Name: _____

Manager's Name/or Responsible Licensee: _____

License Number: _____

TYPE OF ESTABLISHMENT:

_____ Aesthetics _____ Barbering/Cosmetology _____ Electrology _____ Manicuring

*** CHECK EACH LINE INDICATING COMPLIANCE WITH AND/OR UNDERSTANDING OF PROCEDURES ***

BC 2.02 TREATMENTS PROHIBITED, INFECTIOUS AND CONTAGIOUS DISEASES

- _____ **BC 2.02(1)** No licensee may treat any disease of the skin unless under the direction of a physician.
- _____ **BC 2.02(2)** No licensee may provide services to a patron suffering from an infectious or contagious scalp or skin disease unless the licensee takes appropriate precautions and uses safeguards to prevent the spread of the disease to other patrons and to the licensee.
- _____ **BC 2.02(3)** No licensee, having a known infectious or contagious disease, may provide a service to a patron if the licensee is, by reason of the disease, unable to safely and competently perform the service.
- _____ **BC 2.02(4)** No licensee may provide services to a patron if the licensee has a known infectious or contagious disease unless the licensee takes appropriate precautions and uses safeguards which prevent the spread of the disease to patrons.
- _____ **BC 2.025** Delegated medical procedures. **(1)** Licensees may provide client services constituting medical procedures only as directed, supervised and inspected by a physician who has the power to direct, decide and oversee the implementation of the client services provided. **(2)** Delegated medical procedures include the following: (a) Laser hair removal services. (b) Microdermabrasion services. (c) Chemical skin peels, except for nonmedical facial peels for exfoliation purposes. **(3)** Delegated medical procedures shall be undertaken only pursuant to formal written protocols setting forth the nature and scope of the procedures delegated, describing the supervisory plan, and indicating any contraindications to undertaking the procedure. **(4)** A licensee providing client services constituting delegated medical procedures shall upon request make available to the client and to the board a copy of the formal written protocols. **(5)** Should a client service constituting a delegated medical procedure be contraindicated based either upon the written protocol or some other basis, the licensee shall decline to carry out the procedure and shall explain to the client the basis for the licensee's inability to provide the service.

BC 2.03 PRACTICE STANDARDS

- _____ **BC 2.03(1)** Services provided by any licensee shall be performed in a manner that is consistent with basic and accepted practice standards and in accordance with all state statutes, board rules and local codes and ordinances.
- _____ **BC 2.03(2)** Licensees may provide only those services which they are competent to perform by training or experience and are licensed to provide.
- _____ **BC 2.03(3)** Licensees shall provide services to the best of their ability and make reasonable efforts to comply with requests in a manner that is satisfactory to a patron. Licensees shall not provide services to a patron without first obtaining the consent of the patron or legal guardian of the patron.
- _____ **BC 2.03(4)** Licensees may neither consume alcohol nor take controlled substances during practice, unless prescribed by a physician.
- _____ **BC 2.03(5)** Licensees shall take adequate necessary precautions to protect the patron from health and safety hazards when performing services. Licensees shall not smoke while performing personal services on a patron.

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_____ **BC 2.03(7)** Licensees shall not engage in sexual harassment or sexual assault of a patron, former patron, employee, employer, or co-worker. In this section, "sexual harassment" and sexual assault" have the meanings defined in secs. 111.32(13), 940.225(1),(2),(3) and (3m) and 948.02(1) and (2), Stats.

_____ **BC 2.03(8)** Licensees may not provide the following services unless both the licensee and the establishment are properly licensed by the Department of Health and Family Services. (a) Body piercing, except for piercing of ears. (b) Tattooing, including permanent cosmetics. (c) Operation of a tanning booth. Note: Body piercers, body piercing establishments, tattooists and tattoo establishments are regulated by the Department of Health and Family Services under ch. HFS 173, Wis. Admin. Code. Tanning facilities and tanning facility operators are regulated by the Department of Health and Family Services under ch. HFS 161, Wis. Admin. Code.

_____ **BC 2.03(9)** Licensees may not use methyl methacrylate monomer, commonly referred to as MMA in liquid form, and may not use any cosmetic or nail product formulated with MMA as one of its ingredients.

BC 2.04 UNAUTHORIZED PRACTICE

_____ **BC 2.04(1)** Licensees may not assist or participate in the unauthorized or unlicensed practice of barbering and cosmetology, aesthetics, electrology or manicuring.

_____ **BC 2.04(2)** Licensees shall report to the board unauthorized or unlicensed practice or other violations of ch. 454, Stats., and chs. BC 1 to 9.

BC 2.045 SERVICES OUTSIDE OF A LICENSED ESTABLISHMENT

_____ **BC 2.045(1)** Licensees shall not provide personal care services outside of a licensed establishment except for persons who are unable to leave their homes because of illness or disability or for persons who are in hospitals, nursing homes, correctional institutions or other institutions. Licensees may provide any personal care service for inmates or patients regardless of whether it is done in a designated area or in the personal room of an inmate, patient or infirm person within an institution or private home.

_____ **BC 2.045(2)** Licensees shall comply with all practice standards set forth in sec. BC2.03 in providing services outside of a licensed establishment.

BC 2.05 ADVERTISING

_____ **BC 2.05(1)** Advertising by licensees shall be truthful and accurate and may not mislead the public.

_____ **BC 2.05(2)** An establishment shall either post a list of cost of services in a conspicuous place or display a sign which states: "All establishment patrons have the right to be informed of the cost of services before the services are provided."

BC 2.06 RESPONSIBILITIES OF OWNERS

The owner of any licensed establishment shall be responsible for compliance with ch. 454, Stats., and chs. BC 2, 3 and 4. The owner shall:

_____ **BC 2.06(2)** Provide supplies and equipment necessary to maintain safe and sanitary establishment conditions.

_____ **BC 2.06(3)** Ensure the provision of supervision and training of apprentices, temporary permit holders and training permit holders.

_____ **BC 2.06(4)** Maintain and provide appropriate records for apprentices, temporary permit holders, training permit holders and practitioners, including employment records, to enable apprentices or practitioners to meet the requirements of sec. 454.06(3)(b), 440.63(3)(a)1, or 454.10(2), Stats., for credentialing as a practitioner, manager or instructor.

_____ **BC 2.06(5)** In the case of an owner of a barbering and cosmetology establishment, employ a manager who shall have direct authority over the operations of the establishment. If the manager of an establishment leaves employment or becomes otherwise unavailable, an owner may continue to operate the establishment for no more than 90 days without a manager. The owner shall notify the board that the manager is no longer employed or has become otherwise unavailable within 10 days following the manager's last day of employment.

BC 2.07 RESPONSIBILITIES OF THE MANAGER

_____ **BC 2.07(1)** The licensed manager of a barbering and cosmetology establishment shall be responsible for the daily operations of an establishment and ensure that the establishment is in compliance with ch. 454, Stats., and chs. BC 3 and 4. The manager shall maintain supplies and equipment necessary to ensure safe and sanitary establishment conditions.

_____ **BC 2.07(1g)** The manager shall train and supervise an apprentice in accordance with sec. BC 6.04(1), and shall supervise temporary permit holders and training permit holders. Supervision and training shall be conducted by a currently licensed manager or practitioner with sufficient education, training and experience to provide the supervision and training.

_____ **BC 2.07(1r)** The manager shall maintain and provide appropriate records for apprentices, temporary permit holders, training permit holders, and practitioners, including employment records, to enable apprentices or practitioners to meet the requirements of sec. 454.06(3)() 440.63(3)(a)2, or 454.10(2), Stats., for credentialing as a practitioner, manager or instructor.

_____ **BC 2.07(2)** The manager shall post all required licenses, permits and notices.

BC 2.08 RESPONSIBILITIES OF LICENSEES

_____ **BC 2.08(1)** Licensees holding current licenses or permits granted under ch. 454, Stats., shall:

(a) Be responsible for compliance with the sanitation and safety precautions contained in ch. BC 4.

(b) Be responsible for their own professional practice, conduct and compliance with ch. BC 2.

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BC 3.01 ESTABLISHMENT REQUIREMENTS

- _____ **BC 3.01(1)** Barbering and cosmetology, aesthetics, electrolysis, and manicuring shall not be practiced outside the confines of a licensed establishment except as provided in sec. BC 2.045. Establishments, including floors, walls, ceilings, furniture, equipment, tools, utensils and instruments, shall at all times be in good repair and maintained in an orderly and sanitary condition.
- _____ **BC 3.01(3)** If public drinking facilities are provided, disposable drinking cups or a drinking fountain shall be available.
- _____ **BC 3.01(4)** All floor coverings in an establishment shall be kept in a clean, orderly and safe condition. Loose hair shall be removed regularly and placed in a closed container.
- _____ **BC 3.01(5)** A toilet room shall not be used as a dispensary or for the providing of services.
- _____ **BC 3.01(6)** Establishments shall provide safe and secure areas for storing, cleaning and disinfecting equipment. Poisonous substances stored in public areas shall be locked in a cabinet or closet.
- _____ **BC 3.01(7)** Plastic or metal containers of adequate size shall be provided to store all soiled linen. All soiled linen shall be properly cleaned or disposed of after use.
- _____ **BC 3.01(8)** Establishments where apprentices are trained shall provide equipment, supplies and products for all barbering and cosmetology services.
- _____ **BC 3.01(9)** No smoking shall be allowed in areas of an establishment where flammable products or materials are being used or stored.
- _____ **BC 3.01(10)** Pets shall not be kept in an establishment during business hours.
- _____ **BC 3.01(11)** Where an establishment is located in the same building as a residence, the business and living quarters shall be separate.
- _____ **BC 3.01(12)** Establishments shall provide a basin which has hot and cold running water, and a chair which is designed for the service to be provided. At least one basin shall be constructed and available to permit licensees to wash their hands prior to serving each patron and following removal of gloves. Establishments shall provide the equipment and supplies necessary to perform services offered. Basins may be shared with other establishments located on the same premises.
- _____ **BC 3.01(13)** The establishment license shall be posted in the establishment.
- _____ **BC 3.01(14)** All facilities shall be equipped with a ventilation system adequate to comply with minimal occupational safety and health standards.

BC 3.02 OTHER ESTABLISHMENT REQUIREMENTS

- _____ **BC 3.02(1) MANAGER REQUIRED.** The owner of a barbering and cosmetology establishment shall not operate the establishment unless a licensed manager has been employed for the establishment, subject to the exception for temporary unavailability of a manager in s. BC 2.06(6). The manager shall be responsible for supervising and managing the operation of the establishment. The owner and the manager shall ensure that the establishment operates in compliance with ch. 454, Stats., and rules of the board as follows:
 - (a) The owner of more than one establishment shall employ at least one full-time licensed manager for the establishments.
 - (b) The owner of a barbering and cosmetology establishment may satisfy the requirement in this section by employing a manager who also works at an establishment owned by a different person, provided the manager works full-time at each establishment where he or she is employed as manager.
 - (c) A manager is not required (etc.)
- _____ **BC 3.02(2) CHAIR OR BOOTH LEASING** An owner may lease a chair or booth to a licensed individual as follows:
 - (a) A lease agreement shall be in writing.
 - (b) The lessee of a chair or booth shall be responsible for ensuring that the leased chair or booth operates in compliance with ch. 454, Stats., and the rules of the board, and the lessee shall hold a manager's and an establishment license. Lessees of chairs or booths leased prior to the effective date of this paragraph shall come into compliance with this paragraph by October 1, 2004.
- _____ **BC 3.02(3) SEPARATE ESTABLISHMENT LICENSES FOR ELECTROLYSIS** A barbering and cosmetology establishment may offer any specialty service under their license, except any licensed establishment that offers electrolysis shall obtain a separate electrolysis establishment license.

BC 4.01 EQUIPMENT AND SANITATION

- _____ **BC 4.01(1)** All areas of an establishment and the equipment, tools and implements used by licensees for services in an establishment shall be maintained in a clean, sanitary and safe condition.
- _____ **BC 4.01(2)** Licensees shall wash their hands thoroughly with soap and running water prior to serving each patron and following removal of gloves. Waterless hand washing agents with alcohol as an active ingredient are an acceptable substitute for washing hands with soap and running water.
- _____ **BC 4.01(3)** Powder puffs, sponges, and emery boards and other contact equipment that cannot be cleaned with soap or detergent and water shall be disposed of following each use.
- _____ **BC 4.01(4)** All liquids, creams, powders and semi-solid substances shall be dispensed from a container in a manner which will prevent contamination of the unused portion of the substance.
- _____ **BC 4.01(5)** Shampoo bowls and basins shall be drained after each use and kept in a sanitary and safe condition.
- _____ **BC 4.01(6)** Clean towels shall be used for each patron. A neckstrip or towel shall be placed around the neck of the patron to prevent contact with the cape. The head rest of any operating chair shall be covered with fresh linen or paper for each patron.
- _____ **BC 4.01(7)** All other equipment and instruments shall be clean to sight and touch.

BC 4.02 DISINFECTION

- _____ **BC 4.02(1)** Unless sterilized, disinfection is required prior to reuse on another patron of any personal care instruments, including scissors, razors, clipper blades and tweezers..
- _____ **BC 4.02(2)** Disinfection for scissors, razors, clipper blades and tweezers shall consist of cleaning with soap and water to remove all organic material, wiping with or soaking in a disinfectant as defined in s. BC 1.01, and air -drying.
- _____ **BC 4.02(3)** Disinfection for combs, lifts, brushes, rollers and any other contact equipment shall consist of cleaning with soap and water to remove all organic material, spraying with a tuberculocidal disinfectant as defined in s. BC 1.01, and air-drying.

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- ☐ **BC 4.02(4)** Clean and disinfected contact equipment shall be placed in one or more covered containers. One or more separate containers shall be provided for the immediate storage of soiled contact equipment until cleaned and disinfected.
- ☐ **BC 4.02(5)** Disinfectant used for decontamination shall be changed daily and shall be kept in a covered container.
- ☐ **BC 4.02(6)** Laundry shall be disinfected by washing with a solution containing a germicidal compound. Note: Bleach and Lysol® (brown bottle) are germicidal compounds.

BC 4.03 STERILIZATION

- ☐ **BC 4.03(1)** Sterilization, in ss. BC 4.07, 4.09 and 4.10 shall be accomplished by use of a dry heat or steam sterilizer cleared for marketing by the food and drug administration, used according to manufacturer's instructions. If steam sterilization, moist heat, is utilized, heat exposure shall be at a minimum of 121° C., 250° F., for at least 30 minutes. If dry heat sterilization is utilized, heat exposure shall be at a minimum of 171° C., 340° F., for at least 60 minutes.
- ☐ **BC 4.03(2)** Sterilizers shall be maintained in working order. Equipment shall be checked at least quarterly to ensure that it is reaching required temperatures.

BC 4.04 SUPPLIES

- ☐ **BC 4.04(1)** All workstations shall be supplied with at least one of the antiseptics listed in s. BC 4.05 for use by licensees in case of injury.
- ☐ **BC 4.04(2)** All licensees working in a licensed establishment shall be supplied with bandages and disposable gloves.

BC 4.05 PROCEDURE FOR EXPOSURE TO BLOOD

- ☐ **BC 4.05(1)** When any patron or licensee is exposed to blood by scissors cut, razor cut, needle stick, laceration or other exposure to broken skin or a mucous membrane, the licensee shall stop, thoroughly wash the exposed area or wound on the patron's or the licensee's body with soap and water, and disinfect the exposed area or wound with a topical antiseptic such as iodine, 70% isopropyl alcohol, or 6% stabilized hydrogen peroxide or equivalent. In the case of mucous membrane exposure, the licensee shall wash or rinse the affected area with plenty of water.
- ☐ **BC 4.05(2)** A licensed establishment shall post a written protocol describing the procedure for unintentional occupational exposure to bodily fluids described in sub. (1) The protocol shall be posted in a place conspicuous to licensees.

BC 4.06 PRECAUTIONARY PROCEDURES

- ☐ **BC 4.06(1)** A licensee shall cover any abrasions, oozing or open lesions or wounds on his or her hands or forearms prior to patron contact. If a licensee has oozing or open lesions or weeping dermatitis on his or her hands or forearms that cannot be effectively covered, the licensee shall refrain direct patron contact until the condition has been resolved.
- ☐ **BC 4.06(2)** A licensee shall use disposable protective gloves when dealing with patrons with oozing or open lesions or weeping dermatitis. These gloves shall be changed between patrons and disposed of after use. Gloves shall be removed upon completion of patron services, and hands washed after glove removal.
- ☐ **BC 4.06(3)** Licensees shall carefully bag and dispose of paper products contaminated with blood and thoroughly cleanse and disinfect linens contaminated with blood.

BC 4.07 EAR PIERCING

ARE YOU PERFORMING/PROVIDING THE FOLLOWING SERVICE? EAR PIERCING

IF **NO**, please note N/A (not applicable) on each line and move on to next section.

IF **YES**, please check each line indicating compliance with and/or understanding of procedures.

Licensees performing ear piercing shall do all of the following:

- ☐ **BC 4.07(1)** Wear disposable protective gloves. These gloves shall be changed between patrons and disposed of after each use. Hands shall be washed after removal of gloves.
- ☐ **BC 4.07(2)** Thoroughly wash the skin area to be pierced with soap and water.
- ☐ **BC 4.07(3)** Apply an antiseptic to the skin surface of the area to be pierced and allow the antiseptic to air dry.
- ☐ **BC 4.07(4)** Sterilize earrings, needles, or any other piercing instruments prior to insertion. Pre-sterilized earrings may be utilized.
- ☐ **BC 4.07(5)** Prior to each use all other surfaces that come into contact with the skin of the patron shall be disinfected.

Note: Iodine and Betadine® are acceptable antiseptics.

BC 4.08 WAXING

ARE YOU PERFORMING/PROVIDING THE FOLLOWING SERVICE? WAXING

IF **NO**, please note N/A (not applicable) on each line and move on to next section.

IF **YES**, please check each line indicating compliance with and/or understanding of procedures.

Licensees performing depilation by waxing shall do all of the following:

- ☐ **BC 4.08(1)** Apply an antiseptic to the skin surface of the area to be waxed and allow the antiseptic to air dry.
- ☐ **BC 4.08(2)** Dispose of spatulas after each use.
- ☐ **BC 4.08(3)** Dispose of wax and strips after each use

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BC 4.09 ELECTROLYSIS

ARE YOU PERFORMING/PROVIDING THE FOLLOWING SERVICE? ELECTROLYSIS

IF **NO**, please note N/A (not applicable) on each line and move on to next section.

IF **YES**, please check each line indicating compliance with and/or understanding of procedures.

Licensees performing electrolysis shall:

- _____ **BC 4.09(1)** Use sterilized needles, lancets and tweezers for each patron in accordance with s. BC 4.03.
- _____ **BC 4.09(2)** Wear disposable protective gloves when working on a patron. These gloves shall be changed between patrons and disposed of following use. Hands shall be washed after removal of gloves.
- _____ **BC 4.09(3)** Thoroughly wash the skin area to be treated with soap and water. Apply an antiseptic to the skin surface of the patron and allow the antiseptic to air dry prior to commencing electrolysis.
- _____ **BC 4.09(3m)** Utilize only pre-sterilized, single use, disposable lancets and only for the lateral piercing of raised whiteheads.
- _____ **BC 4.09(4)** Dispose of needles and lancets in a puncture resistant container specifically designed for disposal. Full sharps containers shall be disposed of appropriately.

BC 4.10 MANICURING

ARE YOU PERFORMING/PROVIDING THE FOLLOWING SERVICE? MANICURING

IF **NO**, please note N/A (not applicable) on each line.

IF **YES**, please check each line indicating compliance with and/or understanding of procedures.

Licensees performing manicuring shall:

- _____ **BC 4.10(1)** Prior to use, all reusable manicure instruments shall be disinfected.
- _____ **BC 4.10(2)** Disinfectant used for decontamination shall be changed daily and shall be kept in a covered container.
- _____ **BC 4.10(3)** Sterilization shall be accomplished in accordance with s. BC 4.03..
- _____ **BC 4.10(4)** Manicure instruments that cannot be cleaned and disinfected or sterilized shall be disposed of following each use.
- _____ **BC 4.10(5)** Massaging by manicurists is limited to the hand, including the forearm and elbow, and the foot, including the lower leg and knee.

STATEMENT OF APPLICANT

I hereby certify that the information provided in this application is true and that all areas of the establishment to be licensed are in good repair and in a clean, safe condition. I further certify that I have obtained authorization from local officials to open the establishment in this location.

As the owner and/or manager of this establishment, I have read and shall be responsible for compliance with Chapter 454 of the Wisconsin Statutes, and Chapters BC 2, BC 3, and BC 4 of the Wisconsin Administrative Codes.

I understand that pursuant to sec. 454.15(2)(a), Stats., the provision of false information on this form may be grounds for denial or revocation of license. I further understand that pursuant to sec. 454.15, Stats., I may be disciplined or subject to forfeiture for failure to comply with Chapter 454 and the administrative rules of the Barbering and Cosmetology Examining Board.

FOR BARBERING AND COSMETOLOGY ESTABLISHMENTS:

SIGNATURE OF OWNER(S) (If you are leasing a chair or booth, you are considered the owner.)

SIGNATURE OF MANAGER

SIGNATURE OF OWNER/MANAGER, if same person

FOR MANICURING, ELECTROLOGY, AND AESTHETICS ESTABLISHMENTS:

SIGNATURE OF OWNER